

State of Rhode Island  
Department of Administration

## **INTER-OFFICE MEMORANDUM**

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### **Office of Accounts and Control**

**TO:** Chief Financial Officers  
All State Agencies

**DATE:** June 28, 2013

**FROM:** Peter B. Keenan, CPA  
Associate Controller - Finance

**SUBJECT:** Revision to Fixed Asset Manual and Capital Assets Acquisition Report  
CFO Memo 13-11

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A revised Fixed Asset Manual (Manual) and Capital Asset Acquisition Report (Form SFA-12) have been posted to the State Controller's web site and can be found under the capital assets tab.

The primary revision in the Manual is in the Inventory section on page 26 which now requires that significant additions/deletions in recorded assets that result from physical inventories be approved by the agency director.

Also, Form SFA-12 has been revised to more clearly describe the requirements for completing the asset location section and requiring information to be included on the form concerning assets traded-in or disposed of in connection with the acquisition of another asset.

Any questions can be directed to my office at 222-6408.

Thank you.